

EDITED TASK LISTING

CLASS: RESEARCH PROGRAM SPECIALIST III (DEMOGRAPHY)

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Plan, organize, and conduct independent, complicated studies on parolee and inmate populations, etc. for the Parole and Community Services Division (P&CSD), Institutions Division and other units in the department using advanced research skills, computer programs (e.g., Statistical Analysis System (SAS), Word, Excel, Access, etc.), and departmental data in compliance with applicable laws, rules, regulations and departmental policies under minimal supervision.
2.	Provide expert consultative services to departmental management and staff, legislative bodies, governmental entities, commissions, and agencies to assist them in making decisions about creating or changing programs, etc. using advanced research skills, computer programs (e.g., SAS, Word, Excel, Access, etc.), and departmental data, in compliance with applicable laws, rules, regulations and departmental policies as needed.
3.	Act as leadperson to a group of research staff in order to carry out research projects using personal knowledge (e.g., research skills, knowledge of assigning projects, knowledge of staff members' abilities, etc.), communication skills, supervisory skills, and tact, under supervisor's direction.
4.	Prepare and design research projects for inmate and parolee programs in order to make recommendations based on study results using advanced research skills, computer programs (e.g., SAS, Word, Excel, Access, etc.), and departmental data, in compliance with applicable laws, rules, regulations and departmental policies under minimal supervision.
5.	Develop and utilize research methodology and techniques to develop studies in areas where precedents are lacking or a sparse body of knowledge or experience exists using advanced research experience and knowledge, education, and subject matter expertise as needed.
6.	Take primary responsibility for major projects or activities in order to produce feasible, accurate studies and provide information to make recommendations using knowledge of advanced research methods, statistical data analysis, advanced computer programming skills, and subject matter expertise as needed.
7.	Perform statistical analyses of program data (i.e., inmate and parolee population data, etc.) in order to reach valid conclusions and make recommendations using a broad understanding of complex research and statistical methods, and computer programs (e.g., SAS, Excel, etc.), as needed.

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8.	Assess the impact of correctional programs on changes in the composition and magnitude of inmate and parolee populations for budgeting purposes using departmental data, advanced research skills, and computer programs and programming skills, as needed.
9.	Communicate in a professional and effective manner with others utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations.
10.	Take the initiative to begin, carry out and complete projects in order to ensure their satisfactory conduct using knowledge of departmental operations, research methods, computer skills, and interpersonal relations as needed.
11.	Deliver effective informal oral presentations to management and staff in order to make recommendations based on research results utilizing interpersonal skills and statistical data as needed.
12.	Prepare effective written products for management and staff in order to make recommendations based on research results utilizing Word, statistical data, and research findings, etc. as needed.
13.	Represent the department, in informal or formal settings, regarding research matters at meetings, conferences, etc. to obtain information and/or represent the interest of the department utilizing interpersonal skills, professionalism, knowledge, etc. as needed and/or upon request.
14.	Participate in the development of departmental policies and procedures specific to research utilizing subject matter expertise, applicable laws, rules, regulations, and advanced research skills as needed.
15.	Ensure that research projects comply with civil service rules, laws and regulations under minimal supervision.
16.	Work closely with service providers/contractors to obtain needed data to evaluate their programs using interpersonal skills, subject matter expertise, and specially created Access database systems, as needed.

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17.	Instruct departmental staff and outside contractors in the development of computer-based data collection systems using knowledge of research methods, computer capabilities, and subject matter expertise, as needed.
18.	Work closely with external researchers at California State University and University of California who are conducting evaluations of departmental programs to provide them with needed data, access to departmental staff, advice on most appropriate research methods, and answer their questions using subject matter expertise, knowledge of advanced research and statistical methods, knowledge of departmental databases, and departmental operations as needed.

Research is defined as systematic, critical, intensive investigation directed toward either a more comprehensive knowledge of the subject or for use in the resolution of program-related issues. This does not include library research solely to gather information.